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Agenda Item 9a

March 16, 2011

TO: MEMBERS OF THE FINANCE COMMITTEE

- I. **SUBJECT:** Interim Assistant Executive Officer's Report on Administrative Services Activities
- II. **PROGRAM:** Administration
- III. **RECOMMENDATION:** Information Only
- IV. **ANALYSIS:**

Attached are the Interim Assistant Executive Officer's Board Report and the 2011 Master Finance Committee Agenda Item Calendar.

V. STRATEGIC PLAN:

This item is not a specific product of the Strategic Plan but is part of the regular and ongoing workload planned for the Administrative Services Branch.

VI. RESULTS/COSTS:

N/A

RUSSELL G. FONG
Interim Assistant Executive Officer
Administrative Services Branch

Attachments